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By: All A+ Essays

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Professional Experience #4 Due at the end of Week 7 (not eligible for late policy unless an approved documented exception). Follow the link below to the OneDrive folder titled "Week 7." Note the "Available Outlines" and "Completed Outlines" folders, as well as the sample outline document





provided. This week's Professional Experience will involve three steps: You will create an outline (see below for guidelines) for your Week 8 presentation based on Week 6's PowerPoint presentation (a video preview is available under the Week 7 tab in Blackboard). Use the provided Presentation Outline





Sample posted in OneDrive for this step. Download the Presentation Outline Sample document to your desktop, saving it as Your_Name_Presentation_Outline. Leave the "Comments" column blank. After you have completed your presentation outline, upload it to the "Available Outlines" folder on OneDrive. You





will choose another student's outline from the "Available Outlines" folder to review. Download the student's outline to your desktop. Do not remove the student's name from the file name! Just add your initials to the end of the file name. For example, if I chose Jane Doe's presentation to review, I







Professional Experience #4 link. That will prompt your instructor to grade the assignment. The instructor will periodically move submissions with student comments to the "Completed Outlines" folder, where you can look to find your fellow students' critiques of your outlines when they are





finished. Outline Guidelines Create an outline of your presentation in Word or Excel. Focus on short bullet points and key things that you want to say (in either your audio or video recording for Week 8). An example is posted for you in the Week 7 OneDrive folder (link below). You may choose to





use that outline format or create your own for this Professional Experience. Commenting Guidelines When commenting on a fellow student's outline, please use the "Track Changes" feature of Microsoft Word or the "Comments" field of the provided Excel example. For assistance with the "Track Changes"





feature, please visit: https://support.office.com/en-us/article/Track-changes-in-Word-197ba630-0f5f-4a8e-9a77-3712475e806a Your comments should be a mixture of celebrating strong points, pointing out areas for improvements, and general comments. In order to receive credit for completing this task





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pass/fail assignment. All elements must be completed (simulating the workplace where incomplete work is unacceptable) for credit. You cannot receive partial credit. Link for OneDrive (Week 7) The specific course learning outcomes associated with this assignment are: Plan, create, and evaluate





professional documents. Write clearly, coherently, and persuasively using proper grammar and mechanics, and formatting appropriate to the situation. Deliver professional information to various audiences using appropriate tone, style, and format. Learn communication fundamentals and execute various





professional tasks in a collaborative manner. Analyze professional communication examples to assist in revision. Develop presentation skills for use in the professional environment. Attachments Question Field #Management





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